



Verification	Originator	Approved	Issued
Initials	SMP	ST	ST
Date	12/09/2014	12/15/2014	12/15/2014

Title: COFL- GTL-ED-4 4 3-3 Communication Annual Review Maintenance

Person responsible: ESMS Coordinator

Area of application: George T. Lohmeyer Wastewater Treatment Plant

Document location: www.fortlauderdale.gov/ESMS

Revisions

Rev. No.	Date	Description
001	7/19/16	Updated Person Responsible to ESMS Coordinator. Revamped form to be consistent with other annual review formats
002		

Recurring action items

Activity	Responsibility	Frequency
1. Review the thoroughness, effectiveness, availability and accessibility of both internal and external ESMS communication..	ESMS Coordinator/ ESMS Core Team	Annual

Participants in this Review

Employee	Section	Signature	Date
Todd Hiteshew	Public Works		
Steve Curmode	Public Works		
Marie Pierce	Public Works		
Miguel Arroyo	Public Works		
Richard Matherson	Public Works		
Nancy Alvarez	Public Works		
Mary Ann Johnston	Public Works		





Misti Youel	Public Works		
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Activity <i>(update where needed)</i>	Review Comments
Review the thoroughness, effectiveness, availability and accessibility of both internal and external ESMS communication.	Reviewed all communications from management review meeting reports. Revamped annual review form to be consistent with other annual review forms and format.
Review procedure for internal methods of communication.	Evaluated the means of communication including internet and internal folders.
Review procedure for external methods of communication.	Evaluated the means of communication including website and call center.